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19th Annual Report

OF THE

Board of Education

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PUBLIC SCHOOLS

Sandwich, Illinois,

FOR THE

Year Ending July 1st,

1892.

SANDWICH, ILL.:
FREE PRESS PRINT.
1892.

19th Annual Report

OF THE

Board of Education

AND

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ORGANIZATION.

MEMBERS OF THE BOARD OF EDUCATION.

T. J. SCOTT,	Term Expires April, 1893.
T. W. BEAL,	“ “ “ 1893.
L. DIETERICH,	“ “ “ 1894.
W. H. ROBERTSON,	“ “ “ 1894.
MRS. DORCAS S. GAGE,	“ “ “ 1895.
MRS. G. T. C. COMSTOCK,	“ “ “ 1895.

OFFICERS.

A. M. ABBOTT, PRESIDENT.

T. W. BEAL, SECRETARY.

STANDING COMMITTEES.

School Houses and Grounds—MRS. GAGE, MRS. COMSTOCK.

Furniture and Supplies—T. J. SCOTT, L. DIETERICH.

Teachers and Salaries—T. W. BEAL, W. H. ROBERTSON.

Finance—L. DIETERICH, T. J. SCOTT.

Instruction and Text Books—W. H. ROBERTSON, T. W. BEAL.

Visiting and Discipline—MRS. COMSTOCK, MRS. GAGE.

TEACHERS.

EMPLOYED FOR THE YEAR 1892-1893.

W. W. WIRT, SUPERINTENDENT.

T. C. WILSON—High School.

W. W. WOODBURY—Grammar School.

MISS ANNIE BROWN—North Upper Intermediate.

MISS MARY MCKINDLEY—South Upper Intermediate.

MISS LIZZIE ABBOTT—North Lower Intermediate.

MISS NELLIE FORSYTHE—South Lower Intermediate.

MISS EFFIE E. BOYD—North Primary.

MISS NELLIE WHEELER—South Primary.

MISS LILY KLEINSMID—West Primary.

MISS CLARA KERN—West Primary No. 2.

JANITORS—M. RICE, North Side.

S. D. NYE, South Side.

REPORT OF BOARD OF EDUCATION.

1891-92.

To the Voters of School District No. 7, Township 37, Range 5 E., County of DeKalb and State of Illinois.

In compliance with the requirements of the School Law, the Board of Education hereby presents its Nineteenth Annual Report:

Our Census Report shows that there are six hundred and fifty-one persons of school age in the district. Five hundred and seventy different pupils have been enrolled in the schools.

During the year instruction has been given in the following studies: Reading, Writing, Spelling, Language, Drawing, Geography, United States History, Grammar, Arithmetic, Algebra, Physical Geography, Word Analysis, General History, School Composition, Physiology, Geometry, Natural Philosophy, Zoology, Botany, Chemistry, English Literature, Book-keeping and Civil Government.

CENSUS.

	MALE.	FEMALE.	TOTAL.
No. of persons over 21 years of age.....	794	883	1677
No. of persons between 6 and 21 yrs. of age	333	318	651
No. of persons under 6 years of age.....	112	190	302
Grand Total.....	1239	1391	2630
Number of persons between 12 and 21 years of age unable to read or write—none reported.			

FINANCIAL REPORT FOR THE YEAR ENDING JULY 1, 1892.

RECEIPTS.

Balance with Township Treasurer, July 1, 1891.....	\$3265.23
Tuition money collected.....	75.00
Interest on Township fund.....	166.55
State and Township fund.....	563.29
District tax.....	6274.27
Railroad and delinquent tax.....	1270.37
	<u>\$11,614.71</u>

EXPENDITURES.

Salaries of Teachers.....	\$4992.71
Salaries of Janitors.....	614.85
Incidental expenses.....	915.67
	<u>\$ 6,523.23</u>
Cash in hands of Township Treasurer to balance...	5,091.48

A. M. ABBOTT, President.

T. W. BEAL, Secretary.

COURSE OF STUDY.

The Course of Study below the High School comprises eight years' work as follows: Reading, Arithmetic, Language, Spelling and Writing run through the whole course; Drawing beginning with the second, Geography with the third, and U. S. History with the sixth year, continue through the remaining years. Physiology is in the fifth and eighth years only, a primer for the former, and a more advanced work for the latter. Book-keeping for the eighth year only.



HIGH SCHOOL COURSE.

FIRST YEAR.

FIRST TERM.	SECOND TERM.	THIRD TERM.
Algebra, Latin, Language and Literature, Ancient History.	Algebra, Latin, Language and Literature, Ancient History.	Algebra, Latin, Language and Literature, Ancient History.

SECOND YEAR.

Algebra, Latin, (Cæsar) } and Composition, } Language and Literature,	Algebra, Latin, (Cæsar) } and Composition, } Language and Literature,	Geometry, Latin, (Cæsar) } and Composition, } Literature, Rhetoric,
Mediæval and } Modern History. }	Mediæval and } Modern History. }	Mediæval and } Modern History. }

THIRD YEAR.

Geometry, Latin,—Virgil } Cicero and Composition, } Literature, Chemistry.	Geometry, Latin,—Virgil } Cicero and Composition, } Literature, Chemistry.	Geometry, Latin,—Virgil } Cicero and Composition, } Literature, Chemistry.
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FOURTH YEAR.

Trigonometry, Literature, Physics, Civil Government, Latin.	Trigonometry, Literature, Physics, Physical Geography, Latin.	Trigonometry, Literature, Physics, Botany, Physical Geography, Latin.
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Rules and Regulations.

BOARD MEETINGS.

1. The regular meetings of the Board of Education shall be held on the first Friday of each month. Special meetings may be called at any time by the President, or at the written request of any two members, left with the Secretary.

OFFICERS.

2. The Board shall meet within ten days after the date of the regular election, which is the third Saturday in April of each year, and organize, electing a Secretary, and the President shall appoint, with the approval of the Board, the following standing committees, consisting of two members each, viz: Committee on School-houses and Grounds, Committee on Furniture and Supplies, Committee on Teachers and Salaries, Committee on Finance, Committee on Instruction and Text Books, and Committee on Visiting and Discipline.

PRESIDENT'S DUTIES.

3. The President shall call the Board to order at the hour appointed for the meeting, sign all orders of appropriation, and perform all the duties appropriately belonging to his office. He shall give the casting vote in case of a tie between the members of the Board, but otherwise he shall not have a vote. He shall have authority to review the action of the Superintendent or teachers in suspending pupils, or in other matters relating to the management of the schools, and his action shall be final, unless appealed from to the Board at its next regular meeting.

In case of the absence of the President, the Secretary shall call the Board to order, and a President pro tempore shall be elected.

SECRETARY'S DUTIES.

4. The Secretary shall attend all the meetings of the Board; he shall keep an accurate record of the proceedings of the Board, which shall be open to the inspection of any member at any time; he shall file and preserve all the records and papers belonging to the Board; he shall annually, when directed by the Board, prepare and supervise the publication of the annual report; he shall draw and sign all orders of appropriation and keep a record of the same; and he shall perform such other duties as the Board may prescribe or may be required by the laws of the State.

DUTIES OF COMMITTEES.

5. All Committees shall enter upon their duties immediately after their election.

6. THE COMMITTEE ON SCHOOL HOUSES AND GROUNDS shall exercise a general supervision over the buildings, furniture, grounds, fences and sidewalks belonging to the schools, and the repairs that may be needed; and they shall attend to the warming and ventilation of the

several school houses, and recommend any improvements in the school-buildings and grounds that they may think necessary.

7. THE COMMITTEE ON FURNITURE AND SUPPLIES shall recommend the purchase of furniture, apparatus, fuel, and other supplies as they may become necessary, and they shall exercise a general supervision over their use.

8. THE COMMITTEE ON TEACHERS AND SALARIES shall, if practicable, at the regular meeting in May of each year, recommend a suitable person to be employed as Superintendent for the next school year; and at a subsequent meeting properly qualified teachers for the respective rooms, and janitors as may be required; and, at the same time they shall recommend a schedule of salaries for the ensuing year. At other times they shall recommend properly qualified persons to fill vacancies as they may occur.

9. THE COMMITTEE ON FINANCE shall annually, at the regular meeting in July, present a written estimate of the receipts and expenditures of the Board for the ensuing year, and at the same time, they shall recommend such amount as they may think necessary, to be certified by the Board to the Township Treasurer as the school-tax to be levied upon the taxable property of this district for the ensuing year. They shall have charge of the Contingent Fund of the Board, and of the collection of tuitions, and they shall make an annual report to the Board in writing, stating the receipts and payments from said fund. They shall have charge of the insurance on the school property, and shall see that it is properly placed and renewed when necessary.

10. THE COMMITTEE ON INSTRUCTION AND TEXT-BOOKS shall annually, at the regular meeting in July, make a report embracing such facts and suggestions in regard to Text-Books and the course of instruction, as they may deem proper. At the same time they may report upon the condition and needs of the School Library.

11. THE COMMITTEE ON VISITING AND DISCIPLINE shall visit the respective schools as often as once each month, and report the progress and condition of the schools, at the close of each term, to the Board; and they shall, when complaint is made in writing, in regard to the discipline or punishment of any pupil, investigate the same, and report to the Board at its next regular meeting, making such recommendations as they may deem best.

QUORUM.

12. A majority of the Board shall constitute a quorum for the transaction of business.

ORDER OF BUSINESS.

1. Reading minutes of previous meeting.
2. Reports and suggestions of the Superintendent.
3. Unfinished Business.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. New Business.
7. Adjournment.

QUESTIONS OF ORDER.

13. All questions of order shall be decided by the President, whose decision shall prevail unless overruled by the Board. Any member shall have a right to appeal.

AYES AND NOES.

14. The ayes and noes shall be taken and entered of record, on any question, at the request of any member, if such request is made before the vote is announced. The ayes and noes shall be taken on all questions involving the expenditure of money.

SUSPENSION OF RULES.

15. Any rule may be suspended for the time being, by vote of two-thirds of the Board.

RESOLUTIONS AND REPORTS.

16. All resolutions and reports shall be reduced to writing at the requests of any two members.

17. Every member who shall be present when the motion is put, shall give his vote, unless the Board, for special reasons, excuse him.

18. Robert's Manual shall be considered as authority on parliamentary law, where it does not conflict with the rules of this Board.

DUTIES OF THE SUPERINTENDENT.

19. The Superintendent shall act under the advice of the Board of Education, and shall have the general supervision of all the public schools, school houses and apparatus. He shall visit each school as often as may be necessary to acquaint himself thoroughly with the qualifications of the teacher and the condition of the school.

20. He shall assist the teachers in the classification of pupils, aid in maintaining good order in the school, and cause the course of study adopted by the Board to be strictly followed.

21. It shall be his duty to enforce the Regulations of the Board, for which purpose he shall have power to suspend such teachers or pupils as may refuse to comply with the requirements of the Board of Education, and report such suspension immediately to the President of the Board.

22. He shall meet the teachers as often as once each month during term time, for the purpose of assigning work to the various grades and consulting with the teachers regarding the work in their respective grades and for such other purposes as he may deem necessary, and make a report to the Board of the attendance and punctuality of teachers, and on other points which may be deemed of importance.

23. He shall have power to fill temporary vacancies caused by the absence of teachers.

24. He shall keep a record of the monthly reports of each teacher, embracing such points as he may deem advisable, or, as the Board may direct, and make a written report containing an abstract of the same to the Board at each regular meeting.

25. He shall take special pains to secure the physical well being of the pupils, by guarding them from the evils of improper ventilation and temperature.

26. At the close of each year he shall prepare a report of the condition of the schools, together with such suggestions, information and recommendations as he may deem proper.

27. It shall be the duty of the Superintendent to report to the Board at any time when, in his opinion, any teacher in the school should be no longer retained therein.

28. He shall examine all pupils for admission and assign them to appropriate rooms. He may transfer pupils from one department to another of the same grade when requested or when it becomes necessary to equalize the attendance in different rooms. He shall examine all pupils, whom the teacher certifies are prepared, and promote them if they are qualified for a higher department.

29. He shall hear such classes recite from the High School as he may choose, or as the Board may direct.

30. In accordance with a recent decision of the Supreme Court of Illinois, the Superintendent, as the Board's executive representative, is hereby authorized to examine applicants for positions in our schools, and to those successfully passing the required examination, to issue certificates of qualification, describing said examination, and renewable by his endorsement annually at the Superintendent's option upon such conditions as are deemed advisable by him.

DUTIES OF TEACHERS.

31. Teachers shall observe and carry into effect all regulations of the Board of Education, and of the Superintendent, in relation to their respective schools, attend punctually the meetings of the teachers, under the direction of the Superintendent, and whenever absent from said meetings, they shall report the cause of such absence to the Superintendent.

32. All teachers shall be at their school rooms at least thirty minutes before the opening of school in the morning, and fifteen minutes in the afternoon.

33. Teachers will require pupils to be in their seats punctually at the appointed time and all pupils not so seated shall be marked absent or tardy, as the case may be.

34. It shall be a duty of the first importance with teachers, to exercise a watchful care over the conduct of their pupils in and around the school-buildings, and on all suitable occasions to instruct and encourage them in correct manners, habits and principles.

35. Teachers may inflict corporal punishment in EXTREME CASES ; but it shall be done only in private, and in no case with the rawhide, and the punishment shall be reported immediately, in writing, to the Superintendent, with all the reasons therefor; and he shall embody such report in his monthly report to the Board.

36. Teachers may suspend from school, pupils guilty of gross misconduct, or continual insubordination to school regulations; but in cases where it is practicable, notice of such misconduct shall be given to the parent or guardian before suspension. Immediate notice of all suspensions, with the reasons therefor, shall be given, in writing, to the

Superintendent and to the parents or guardians of the pupil suspended. The Superintendent may on application of the parent or guardian, reinstate the pupil so suspended, if circumstances seem to justify such a step. In extreme or peculiar cases the Superintendent may continue such suspension, till the Board is notified, when they shall take final action in the case.

37. Teachers shall notify non-resident pupils of their liability to pay tuition, and they shall promptly report, in writing, to the Superintendent, the names of all such non-resident pupils in their respective schools.

38. Teachers shall keep their school-registers and class-books neatly and accurately, according to the forms prescribed and fill out blank reports and schedules according to the direction of the Superintendent, and hand in such reports or schedules promptly at the time appointed.

39. Teachers shall attend carefully to the warming and the ventilation of their school-rooms, effectually changing the air at recess, so that the breathing of impure air may be avoided.

40. Any teacher absent from school on account of sickness or other necessity, shall cause immediate notice of such absence to be given to the Superintendent.

41. When directed, at the close of a term, or year, teachers shall deliver their registers, class-books, reports, and keys, at the office of the Superintendent, together with a list of school property in their possession, accounting for such as may have been removed or injured.

42. Subordinate teachers shall be held responsible for the order and discipline in their own rooms, and for any damage done in the same while under their control.

43. All teachers employed in the schools must hold a legal certificate of qualifications.

44. Under the direction of the Superintendent, every teacher having charge of a room shall make out, in tabular form, a programme of the order and time of recitations and exercises of their several grades or classes at the beginning of the year, and post up a copy of the same in the room and as soon as possible furnish a copy of the same to the Superintendent.

45. No teacher shall read or distribute any advertisement, nor allow any advertisement to be read or distributed in any school-room, or upon any of the school premises, except by permission of the Superintendent.

46. All teachers shall enter upon the opening exercises of their respective rooms at the precise minute appointed, and they shall observe the same promptness in dismissing their pupils; but they may detain a pupil after the regular hour for dismissing school either for the purpose of discipline or to make up neglected lessons.

47. Teachers shall make out a term report of their pupils, in respect to attendance and scholarship, and send a copy of the same to the parent or guardian of each pupil.

48. Teachers would do well to read to their respective schools at least once in each term, or oftener if necessary, so much of the Rules and Regulations of this Board, as will give the pupils a just understanding of the rules which apply to them, and by which they are to be governed.

DUTIES OF PUPILS.

49. No child shall be admitted as a pupil in the Primary Department who has not attained the age of six years ; or into any but the lowest grade unless regularly transferred, or found qualified for a higher grade upon examination by the Superintendent.

50. All pupils are expected to be in their respective school-rooms before the time of beginning school; to be regular and punctual in their daily attendance, and conform to the regulations of the school; to be diligent in study, respectful to teachers, and kind to schoolmates; and to refrain entirely from the use of profane and indecent language; also from the use of tobacco in any form on or about the school premises.

51. Scholars who shall accidentally or otherwise injure school-property, whether school furniture, apparatus, buildings, fences, trees, shrubs, or any property whatever, belonging to the school-estate, shall be liable to pay in full for all damages.

52. Pupils attending the public schools are required to furnish themselves with all the necessary text-books, slates, stationery, etc., used in their classes.

53. All pupils who have fallen behind their classes by absence or irregular attendance, by indolence or inattention, shall be placed in the grade below, at the discretion of the teacher on consultation with the Superintendent.

54. No pupil shall be permitted to leave school, or the school premises, at recess, or at any other time before the regular time of closing the school, except in case of sickness or some urgent necessity, of which the teacher shall be judge, or upon the written or verbal request of the parent or guardian.

55. Each pupil shall have a particular desk assigned him, and shall be required to keep the same, and the FLOOR BENEATH, in a neat and orderly condition.

56. Any scholar who shall be absent from any regular examination of the school which he attends, without permission of the teacher ; or without rendering a satisfactory excuse to the teacher, shall be reported to the Superintendent; and any pupil so reported shall not again be allowed to enter any public school without the consent of the Superintendent or upon a vote of the Board of Education.

57. Any scholar who shall be guilty of flagrant or incorrigibly bad conduct, or whose example is positively injurious, and whose reformation after repeated admonition appears to be hopeless, may be suspended by the teacher or Superintendent or expelled by vote of the Board. In cases of suspension the pupil can be readmitted into the school by the written permission of the Superintendent and in cases of expulsion, by vote of the Board of Education.

58. Whenever any parent or guardian feels aggrieved by the action of any teacher, he may give information thereof to the Superintendent, and in case the matter is not satisfactorily adjusted by him, such parent or guardian may appeal to the Board.

59. Every pupil when dismissed, shall immediately leave the school premises. Pupils shall not congregate about the school premises before the hour of opening the school room.

DUTIES OF JANITORS.

60. It shall be the duty of Janitors to report any defective heating apparatus, furnaces, stoves, stovepipes and sidewalks, to Committee on School Houses and Grounds, and the Committee shall have authority to furnish the Janitors with necessary material and help for repairs.

61. During vacations and at such other times as may be necessary to insure cleanliness, the janitors shall attend to the washing of the floors, seats, desks, stairs, doors, wainscoting and windows in their respective buildings; they shall keep the outhouses in a clean and neat condition; they shall set all panes of glass when broken; they shall keep all the rooms and walls of their buildings in neat condition; and attend to the cleaning of stoves, stovepipes, and furnaces, and to the removal of dust from the floors, ceilings, and walls of their respective school buildings; they shall also promptly remove all snow and ice from the steps of the buildings, and from the sidewalks. both outside and inside the school-yard; they shall cut the weeds and grass in and around their respective school yards. They shall keep their respective school-yards in a neat and orderly condition. They shall attend to the ringing and tolling of the bells, the filling of ink wells, cleaning of erasers and chalk troughs, the regulation of clocks by the whistle of Sandwich Manufacturing Company, and other proper duties; and the Superintendent shall see that their work is promptly and properly done.

GENERAL RULES.

62. There shall be two sessions of the school daily. The morning session shall commence at 9 o'clock A. M., and close at 12 M., during the year. The afternoon session shall commence at 1:30 P. M., and close at 4:30 P. M., except that during the months of December, January, and February the afternoon session shall commence at 1:15 o'clock P. M., and close at 4 P. M. Primary rooms may be closed at such times as the Board may direct.

63. In each room there shall be at least one recess of fifteen minutes during each session, to be given as near as may be at the expiration of one-half of each school session. Whenever pupils are detained in the school-room at recess, they shall be allowed to pass out after the recess is closed, and to remain out five minutes. All pupils in health shall be encouraged to pass out of the school-room at recess; but they shall not be required to remain out when it would occasion an exposure of health.

64. Beside the ordinary vacations the schools shall be closed upon Saturday, and all Thanksgiving and Fast days appointed by the State or National authorities. No teacher shall take any other day as a holiday,

or close school, except at the regular time, for any purpose, save as provided by law.

65. There shall be an examination of pupils at the close of each term, partly oral and partly written.

66. The Superintendent may promote pupils from one department to another, when, by examination they are found to be qualified.

67. The classification of scholars in the different departments shall be made with strict adherence to the course of study adopted by the Board, and no text-books shall be used or studies pursued, in any department of the schools, except those prescribed by the Board.

68. Non-resident pupils shall pay a tuition fee of \$5 for three months in the High School, and \$4 for three months in all other departments. Tuition fees must be paid strictly in advance, to the Chairman of the Committee on Finance, or to the Superintendent if authorized to collect them.

69. The sessions of each department of the schools may commence with singing, or other appropriate music. The teacher may also, by reading, or otherwise, instruct the pupils in politeness, truth-telling, abstinence from profanity, and in habits of sobriety, promptness, punctuality, and good morals.

70. Any pupil in the Public Schools who shall fall below a standard of 75 per cent. average scholarship, at any given examination, or 65 per cent. in any single study, excepting writing and drawing, shall be deemed unsatisfactory, and all such pupils shall be promptly reported by the teachers to the Superintendent, who may put any or all such pupils, as he may deem proper, in the class next below.

71. Every class pursuing a branch found in the course of study adopted by the Board of Education, shall undergo a final examination when such branch shall have been completed, and each member of the class shall be required to reach a standard of 75 per cent. in order to pass.

72. Upon the written or oral request of a parent or guardian, the Superintendent may excuse any pupil from pursuing a study.

Nothing in these Rules and Regulations under the head of "Duties of Superintendent," or "Duties of Teachers," shall be so construed as to take away the right and power of the Board to control.

Text Books.

Gray's Botany	Adopted September 8, 1873
Swinton's Language Lessons	" July 13, 1874
Swinton's Grammar	" " 13, 1874
Ward's Business Forms	" November 1888
Wentworth's Geometry	" August 1888
Swinton's Series of Geographies	" March, 1889
Harpers' Readers	" June, 1889
Prang's System of Drawing	" August, 1889
Sheldon's Speller	" " 1889
Collar & Daniel's Beginner's Latin Book ..	" " 1889
English Classic Series, (selected numbers)	" " 1889
Myers' and Allen's Ancient History	" " 1889
Myers' Mediæval and Modern History ...	" " 1889
Smith's Primer of Physiology	" " 1889
Barnes' Elementary Physiology	" " 1889
Allen and Greenough's Latin Grammar ..	" September, 1890
Allen and Greenough's Cæsar	" " 1890
Chittenden's Elements of Composition ...	" " 1890
Eggleston's Primary U. S. History	" December, 1890
Montgomery's U. S. History	" March, 1891
Wentworth's Series of Arithmetics	" " 1891
Wentworth's Algebra	" " 1891
Normal Review System of Writing	" August, 1892
Reed's Language Work	" " 1892
King's Geographical Readers	" " 1892
Shepard's Elements of Chemistry	" " 1892
Whiteley's Chemical Calculations	" " 1892